



Job Title: Coordinator – DJJ Transitions

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.

FLSA Status: Exempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as required
Pay Grade: Professional – 6

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD
JUNE 20, 2017
MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this position is to work with professional staff, the community, and other governmental agencies in coordinating the school placement for all students returning from Division of Juvenile Justice programs.

ESSENTIAL JOB FUNCTIONS

- Monitors and provides oversight to DJJ-Transitions program.
- Monitors attendance, academics, and discipline of students assigned to the program.
- Works with professional staff to coordinate program with District's basic curriculum.
- Counsels weekly with parents and school staff members regarding students.
- Sets up IEP meetings for ESE students and attends meetings as an active participant.
- Demonstrates knowledge of placement options for students.
- Assists Conditional Release Case Managers and Juvenile Probation Officers with progress monitoring.
- Meets, works, and coordinates with Juvenile Probation Officers on enrollment and determining the best educational setting for students coming out of DJJ facilities.
- Functions as the liaison between the School District and the Department of Juvenile Justice.
- Attends monthly DJJ meetings and provides pertinent school information.
- Keeps Director informed, through proper channels, of potential problems or unusual events.
- Acts as bully prevention coordinator for Escambia County School District and monitors the bully reporting website.
- Assists with the development of a bully prevention program for the District that meets all statute requirements within the state of Florida and conducts bully material related trainings for the District at all school levels.
- Responds to inquiries or concerns in a timely manner.
- Disseminates information and current research to appropriate personnel.
- Answers inquiries pertaining to policy, procedure, record keeping, reporting, and internal controls.

- Attends state and regional meetings to keep well informed about current trends and best practices.
- Provides technical assistance as requested.
- Attends seminars, workshops, and conferences designed to promote self-improvement
- Maintains a network of peer contacts through professional organizations.
- Develops annual goals and objectives consistent with and in support of District goals and priorities.
- Prepares routine reports in a timely and accurate manner.
- Represents, consistently, the District in a positive and professional manner.
- Serves on District, state, or community councils or committees as assigned or appropriate.
- Keeps appropriate personnel and the Director apprised of departmental issues and concerns.
- Creates, reviews, and/or revises a standardized educational exit plan for all in-county programs.
- Utilizes appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services, and evaluation of services provided.
- Provides training to School District personnel regarding the procedures of DJJ.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- Master's Degree from an accredited educational institution.
- Possess a valid Florida Educator's certificate.
- Minimum of six (6) years of successful teaching experience, preferably in a successful alternative educational program.
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires the ability to display professional knowledge of the current trends and research in alternative education and juvenile justice programs.
- Requires the ability to display knowledge of and ability to use student database programs.
- Requires the ability to display knowledge of federal, state, and local policies, procedures, rules, regulations, and laws related to assignment.
- Requires the ability to organize, communicate, plan, and disseminate information and interpretations related to juvenile justice programs.
- Requires the ability to prioritize activities.
- Requires the ability to communicate effectively, both orally and in writing.
- Requires the ability to organize work around broad organizational goals and processes.
- Requires the ability to initiate, develop, and maintain relationships with law enforcement agencies and community agencies to provide the necessary assistance to the youth served.
- Requires the ability to perform professional-level work dealing with data, people, and technology that relates to administrative, technical, scientific, engineering, accounting, legal, or managerial skills.

- Requires the ability to work in a responsive environment where co-workers or citizens bring problems to me for resolution.
- Requires the ability to make recommendations that impact the budget.
- Requires the ability to use small office equipment, including copy machines or multi-line telephone systems and computers for data entry.
- Requires the ability to establish policies for using, acquiring, and/or maintaining technology systems.
- Requires the ability to create plans for and guide implementation of new technology systems.

PHYSICAL DEMANDS

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force as needed to move objects. The work also requires the following physical abilities in order to perform the essential job functions: fingering, hearing, kneeling, mental acuity, repetitive motion, speaking, standing, talking, and visual acuity.

WORKING CONDITIONS

Employees in this position work in a dynamic environment that requires sensitivity to change and responsive to changing goals, priorities, and needs.

Date of Board Approval: June 20, 2017, effective July 1, 2017

Date of Revision: